

MLC NOTICE OF PROPOSED TERMINATION MLC解雇予定通知書		1. DATE 日付	2. NOTICE NO. 通知番号
3. TO: (EMPLOYEE'S NAME) 宛: (従業員氏名)		4. ORGANIZATIONAL UNIT 施設名	
5. JOB TITLE 職種	6. DATE EMPLOYED 雇用された日付	7. TYPE OF EMPLOYMENT 雇用の種類	8. PASS NO. 身分証明書番号
9. YOU ARE HEREBY NOTIFIED OF THE FOLLOWING PROPOSED NATURE OF TERMINATION ACTION: 次の通り予定された解雇措置について通知します。			
10. REASONS FOR PROPOSED TERMINATION ACTION: 予定された解雇措置の理由			
11. YOU MAY REPLY IN WRITING IN JAPANESE OR ENGLISH TO THE PROPOSED TERMINATION ACTION HEREIN. ANY REPLY SHOULD BE SUBMITTED TO THE LABOR MANAGEMENT OFFICE WITHIN SEVEN (7) CALENDAR DAYS AFTER YOU RECEIVE THIS NOTICE. YOU MAY FURNISH WRITTEN EVIDENCE IN SUPPORT OF YOUR REPLY. あなたはこの予定された解雇措置に対して、日本語または英語の文書をもって回答することができます。 回答はあなたがこの通知書を受け取った後、7日以内に労務管理機関に提出しなければなりません。 回答を支持する証拠書類を提出することができます。			
12. TYPED NAME AND GRADE OF COR CORの氏名及び階級		13. SIGNATURE OF COR CORの署名	
1ST ENDORSEMENT (FOR APPROPRIATE LMO) 第一裏書 (当該労管用)			
14. TO: (EMPLOYEE'S NAME) 宛: (従業員氏名)		15. FROM: (LMO) 発: (労管)	16. DATE 日付
17. DATE OF RECEIPT BY EMPLOYEE 従業員が受領した日		18. SIGNATURE AND HAN OF EMPLOYEE 従業員の署名及び捺印	

INSTRUCTIONS FOR PREPARATION OF MLC NOTICE OF PROPOSED TERMINATION

1. Reference: Chapter 10.

2. General:

a. This form will be used for all notices of proposed terminations of employment except those resulting from reductions in force, administrative remedial actions and security discharge actions.

b. Where upon review and evaluation of the report of the supervisor and any informal investigation, if conducted, the contracting officer's representative determines to initiate termination action against the employee, he/she will have this form prepared in English and Japanese. The original and signed copy of this notice will be forwarded to the Labor Management Office together with a copy of the supervisor's report and any report of investigation conducted. The original of the notice will be served on the employee by the Labor Management Officer.

3. Entries in numbered blocks (self-explanatory blocks omitted):

a. Block 2: Enter notice number in consecutive sequence.

b. Block 3: Enter full name of employee, showing family name first.

c. Block 4: Enter complete unit designation where employee is utilized.

d. Block 5: Enter job title, basic wage table and grade level as defined in the Job Definition Manual. For example: Clerk Typist, BWT 1-2.

e. Block 7: Enter "Limited Term-Initial", "Seasonal", "Special Term", "Trial Period" or "Permanent".

f. Block 10: State specifically and in detail any and all reasons for the proposed termination action to enable the employee to adequately join issue with the charges.